

Board of Directors

June 8, 2011

8:00-10:00

Members Present: Marilyn Canavan, Doug Carnrick, Sally Harwood, Mike Heavener, Elery Keene, Mike Roy, Linda Woods

The minutes from the last minutes were amended to reflect that the newsletter will not be a single person endeavor. Marilyn agreed to assist with the newsletter.

Sally made a motion to accept the minutes as amended. Mike H seconded. The vote was unanimous.

Financial Report:

Linda reported that the city account has approximately a \$500 deficit.

The balance in the checkbook is \$1051.61. Two winners have claimed the \$25 savings bond.

Nothing from Time & Tide or Starbucks has been received yet. Ross Nason hopes to hear from Time & Tide by the end of June. Linda has checked on Starbucks to no avail.

A discussion followed about where to obtain future funding.

Action Item:

Mike R agreed to request reimbursement from the town of Winslow for Waterville's direct and indirect expenses.

Coordinator's Report:

Linda received a request from the IRS asking for additional information before the 501 (c) (3) status could be granted. Linda & Mike will be completing this by the required date of June 22.

In the June Events mailing, Linda announced that SMMC would be listing contributors' names on the web site. One inquiry asked if we could take money on line. Josh Grant indicated we would need to create a Paypal account. In researching that, Linda discovered Paypal charges 30c for every transaction and 2.9% per \$10. donation. It was agreed to research this further before making a decision.

Action Items:

Marilyn: Check into how other non-profits accept donations

Linda: Check to see if Paypal's charge will be less for a low-volume, charitable organization

Linda: Check with the bank to see if they can handle electronic donations

Elery: Check with Rotary auction coordinator to see how that is handled

Linda distributed a list of volunteers and the hours that each contributed. A total of 61 people have volunteered their time to SMMC since January 2011. These hours were divided as January 216, February 90, March 142, April 96, and May 79, for a year-to-date total of 618 volunteer hours. This will be posted on the web site.

Linda distributed a list of contributors and sponsors. A discussion on how to present this list followed. More discussion needs to occur before this is finalized.

Action Item:

Marilyn: Check with other non-profits to determine how they list financial and in-kind donations

Linda attended the Kiwanis Bike Safety Fair to promote Oakland Community Garden on May 14 and the National Trails Day Event in Winslow on June 4 to promote Winslow Community Garden and Sustain Mid Maine Residential Energy Program.

Energy: John Joseph is making a presentation about district energy to the Waterville Development Corporation on July 12. SMMRE will be speaking at the Rotary Club meeting on August 1 at noon.

RX4: This group continues to work on signage for SKILLS.

Education: Melissa Hackett was at North St. Community Garden on June 6 to answer questions from beginning gardeners. She plans to do this monthly and will rotate to the various gardens.

Transportation: The meetings are focusing on what needs to be done to create a bicycle/pedestrian friendlier Waterville and to restore passenger rail service to Waterville.

Garden: The possibility of beginning a community garden in the North end has been tabled until more information can be obtained.

Old Business:

Organizational Action Plan

Linda distributed a summary of the Board members' thoughts about the items on the Action Plan. Mike summarized the categories. A discussion followed about the rankings of these items.

Action Items:

Marilyn: Contact Jennifer Rooks to see if SMMC can be featured on her MPBN program

Linda: Compile a revised list of priorities

Officers' and Directors' Insurance

Linda presented a document from GHM Insurance that must be completed before a quote can be prepared. Once it has been completed, a quote should be available within 24 hours.

Action Items:

Doug: ask Kim about the Chamber's insurance

Mike H & Sally: complete this GHM form

Adding Sustainability Coordinators to the Board

After some discussion, it was decided to invite local college sustainability coordinators to participate as affiliate members of the Board of Directors.

Action Item:

Each person listed below is to contact individuals as designated to see if the sustainability coordinator is interested in joining in September: Doug—Colby; Marilyn—Thomas & KVCC; Mike H: Unity College.

Organization Budget

Linda presented a draft of a budget. It was determined to refine this draft and discuss it at the next meeting.

Action Item:

Doug & Linda: prepare a comprehensive budget for the next meeting

The next meeting will be **Wednesday, July 13 at 8:00 AM** in the **Mayor's Conference Room.**

Respectfully Submitted,

Linda Woods, Coordinator

Elery Keene, Secretary